

# Microsoft 365

## Accessing Teams

There are two methods for logging into and accessing Microsoft Teams.

### 1. Accessing Teams via the school website.

Open a web browser and go to either the main SD44 website or your school's website. Click the (NVSD) Portal link.

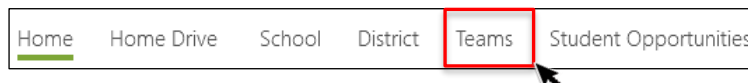


Enter your student login ID (e.g. 0123231s) and your password. Click Sign In.

A login page for North Vancouver School District. It features the district logo at the top left. Below the logo, it says 'Sign in with your organizational account'. There are two input fields: the first contains the text '0123231s' and the second contains a series of dots representing a password. At the bottom of the form is a blue button labeled 'SIGN IN' with a white arrow pointing to it.

*Please contact your school, if you do not know your login ID or password.*

Once logged in, click Teams on the horizontal menu bar.



### 2. Accessing Teams via the Teams website.

Go to <https://teams.microsoft.com/>

Login using your student login ID with "@sd44.ca" added to the end (e.g. 123231s@sd44.ca) and click Next.

A Microsoft sign-in page. At the top left is the Microsoft logo. Below it, it says 'Sign in to continue to Outlook'. There is an input field containing the email address '0123231@sd44.ca'. Below the input field are two links: 'No account? Create one!' and 'Can't access your account?'. At the bottom are two buttons: a grey 'Back' button and a blue 'Next' button with a white arrow pointing to it.

You will be re-directed to the SD44 login page. Enter your district password and click Sign In.

A login page for North Vancouver School District, identical to the one shown in the first method. It features the district logo, the text 'Sign in with your organizational account', two input fields (one with '0123231s@sd44.ca' and one with dots), and a blue 'SIGN IN' button with a white arrow pointing to it.

## Joining a Class Team

There are three methods to join a Class Team.

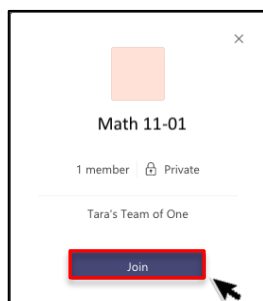
### 1. Join by Invitation.

When your teacher or District administration creates a Class Team, you may be specifically invited. In this case, you will receive an email to your District account and the Team will automatically appear in your list of Teams. No action is required on your part.

*Login to Teams to see the class and any associated content.*

### 2. Join by Link

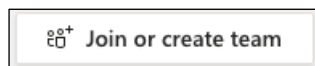
Alternatively, when a Team is created, your teacher may instead email you a direct link to the class. In this case, click the link to the class in your email, login to Teams (enter your District login information if prompted) and click Join.



Access must be approved by the teacher, so there may be a delay between when you Join and when the class appears in your Teams app.

### 3. Join by Code

Lastly, your teacher may instead choose to share an access code with you either via email or in person. To join via code, login to Microsoft Teams and click the Join or create a team link (this may appear in the upper right or lower left depending on your display preferences).



Enter the code provided and click Join Team. Access to the team is instant (no additional teacher approval required).

